



NORTH DAKOTA EDUCATOR'S PROFESSIONAL LICENSE
 NORTH DAKOTA EDUCATION STANDARDS AND PRACTICES BOARD
 SFN 9019 (04-06)



Social Security Number		Date of Birth		License Number		Date License Issued	
Work Telephone Number				Email Address			
Home Telephone Number							
Last Name		First Name		M.I.	Maiden Name		
Mailing Address		City		State		Zip (9 digit)	

Part 1. Check the appropriate type of license. Enclose check, money order, or credit card payable to ESPB. If using credit card, complete all information below:	
New Applicants - Complete parts 1, 2, 3, 4, and 5. Complete Part 6 by sending application to college for verification of teacher education program. Include official transcripts from ALL institutions of higher education. Fingerprints must be submitted for a background check. Praxis I test scores are required.	
Entrance:	Other:
<input type="checkbox"/> \$30 Application Fee. New applicants only. Nonrefundable.	<input type="checkbox"/> \$50 Life License Degree Added. See Part 6 note.
<input type="checkbox"/> \$70 Initial License. Attach official transcripts from ALL institutions of higher education.	<input type="checkbox"/> \$50 Degree Added, with 2 year extension. See Part 6 note.
<input type="checkbox"/> \$175 Out-of-State Transcript Analysis. Nonrefundable.	<input type="checkbox"/> \$125 Degree Added, with 5 year extension. See Part 6 note.
<input type="checkbox"/> \$70 Out-of-State Reciprocal License. 2 year, renewable once. Attach a copy of Out-of-State license.	<input type="checkbox"/> \$20 Duplicate License.
<input type="checkbox"/> \$25 40-Day Provisional License.	<input type="checkbox"/> \$75 New Endorsement Added. Nonrefundable review fee.
Renewals:	<input type="checkbox"/> \$150 Alternative Access (formerly Emergency License).
Renewal Applicants - Complete parts 1, 2, 3, and 4. Complete Part 6 only if adding new degree, major, and/or minor. Application may be made 6 months prior to the expiration date of current license.	<input type="checkbox"/> \$40 Interim/Emergency Substitute License. One year.
<input type="checkbox"/> \$70 Re-Entry License. 2 Year, choose if license has been expired more than 5 years ago. Eight semester hours will be required within the first two years of contracted employment.	<input type="checkbox"/> \$150 Interim School Counselor.
<input type="checkbox"/> \$125 First 5 Year License. For those who have completed a total of 18 months of successful teaching in North Dakota on a valid North Dakota license.	<input type="checkbox"/> \$50 Probationary License.
<input type="checkbox"/> \$125 Subsequent 5 Year License. Please attach copies of transcripts from a state-approved institution for 4 semester hours taken within the 5-year block of time. Grade reports/credit slips cannot be accepted as transcripts.	<input type="checkbox"/> \$125 National Board for Professional Teaching Standards with 10 year extension. Attach copy of Certificate.
<input type="checkbox"/> \$50 2 Year License. For those who have completed less than 18 months of contracted teaching time in North Dakota or to substitute teach.	<input type="checkbox"/> \$125 30 Years of Teaching Life License
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Check Amount \$	
Name as it appears on credit card: _____ Account Number: _____ Expiration Date: _____	

Part 2. Please check “yes” or “no” for each question and sign below. Must be completed by all applicants.

Yes <input type="checkbox"/>	No <input type="checkbox"/>	1. Are you legally eligible to work in the United States? You must have a valid US Social Security number to be eligible for a license.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	2. Are you able to provide documentation of eligibility to work in the United States?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	3. Were you ever convicted of a misdemeanor or felony other than minor traffic offenses? If YES , attach explanation and copies of court records.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	4. Have you ever been dismissed (fired) from any teaching job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer “yes” even if the matter was later resolved with any form of settlement or severance agreement regardless of its terms. If YES , attach explanation.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	5. Are you now being investigated by your current or any previous employer or by any licensing, certification, or other regulatory body for any alleged misconduct or other alleged grounds for discipline? If YES , attach explanation.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	6. Have you ever had a license denied, suspended, or revoked in any state, or have you in any way been sanctioned by a licensing, certification, or other regulatory agency or body? If YES , attach explanation.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	7. If you graduated in teacher education after September 1, 1980, have you completed a course in Native American studies and Multi cultural Education? If you graduated prior to September 1, 1980, please write “N/A”.

I declare under the penalty of perjury that the information furnished herein is to the best of my knowledge and belief, true, correct, and complete. I understand that knowingly providing false information may be grounds for denial of licensure. **ESPB is authorized to release Social Security Numbers to BCI and the FBI.**

Applicant Signature:

Date:

Part 3. List the current and last two places of **contracted** education employment. **Substitute** teachers should indicate they have been subbing only.

New graduates do not need to complete this section.

School Name and City	Grade/Subject	Dates Inclusive (i.e. Sept-May, year)	Years of Employment	Immediate Supervisor

Part 4. Must be completed by all applicants. Three recommendations are required for all applicants. For **renewal**, two signatures must be from the applicant's most recent contracted employing board, credentialed principals, or superintendents. **New applicants** with previous contracted teaching experience and employed within the past three years, administrative recommendations must be from the last employing board. **New graduates** may use original college placement papers or signatures. The third person may be the applicant's choice. Applicants new to teaching or who have not been contracted in the past three years, use recommenders who can verify your teaching potential and character at this time.

Recommended		I am signing on _____ behalf. By signing this application I have considered the applicant's character, adequate educational preparation, and general fitness to teach. All recommendations or letters of recommendation must be dated within six months of submitting the application.					
Yes	No	Print Name	Original Signature	Date	Address	Position	Telephone Number

Part 5. Oath to be completed by new applicants only. NDCC 15.1-13-15 requires that each person applying for a North Dakota teacher's license for the first time must subscribe to the oath of affirmation below. Please note this must be witnessed or notarized.

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of North Dakota, and that I will faithfully discharge the duties of my position, according to the best of my ability.

Subscribed to me this _____ day of _____, 20____ in the city of _____, state of _____

Signature of Applicant	Signature of Person Administering Oath
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Part 6. Record of Education: to be completed by college or university (attach official transcript). See listed course codes, level of preparation, and institution codes on page 4. **Note: Part 6** must be completed for **new** applicants. Persons applying for **renewals** should have **Part 6** completed only if they have acquired an advanced degree or new major/minor.

Graduation Date	State	College or University Name			
	1. Enter College Code	2. Enter Degree Code: <input type="checkbox"/> 04 Bachelor's <input type="checkbox"/> 05 Master's <input type="checkbox"/> 06 Special (6 yr.) <input type="checkbox"/> 07 Doctor's			
3. Course Code	Major Title	Level of Preparation	Course Code	Minor Title	Level of Preparation
3a. Enter GPA. North Dakota requires overall grade point average of 2.50.			4. Student Teaching - Check Grade Level <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		4a. Number of weeks of full-time student teaching:
5. The college education program completed by this applicant is accredited by:			6. Required Praxis I and II for all licensure. Required Praxis II for all core academic areas and elementary education. A copy of the scores must be attached.		
Signature of College Registrar		Date	Place College Seal Here	Return completed application to: Education Standards and Practices Board 2718 Gateway Avenue, Suite 303 Bismarck, ND 58503-0585 Telephone (701) 328-9641 office (701) 328-9647 fax www.nd.gov/espb	

Part 7. Education Standards and Practices Board Use Only.

License Type	Restriction	Expiration Date	Equivalency Type	Multicultural Studies	Months teaching in ND
License Code	Level of Preparation	Executive Director	Date	Fingerprint Clearance	Proofed by

In compliance with the Federal Privacy Act of 1974, the disclosure of the individual's social security number on this form is mandatory pursuant to North Dakota Century Code (NDCC) 43-50-02. The individual's social security number is used by the Education Standards and Practices Board (ESPB) as an identification number for file control purposes, background checks, and recordkeeping. ESPB does not advocate, permit, nor practice discrimination on the basis of sex, race, color, national origin, religion, age, or disability as required by various state and federal laws.

Code	Level of Prep	Code	Level of Prep
01	PKK	10	7-12
02	K	11	5-8
03	1-8	12	K-3
04	7-8	13	K-6
05	9-12	14	1-6
07	K-12	15	B-3
09	K-8	17	10-12

ND Institutions Granting Degrees

440030	Jamestown College
440032	Sitting Bull College/Sinte Gleska
440037	University of Mary
440039	Trinity Bible College
440040	North Dakota State University
440080	Dickinson State University
440090	Mayville State University
440100	Minot State University
440110	Valley City State University
440120	University of North Dakota
440140	Turtle Mountain Community College

Out-of-State College or University

AL9999	Alabama	AK9999	Alaska
AZ9999	Arizona	AR9999	Arkansas
CA9999	California	CO9999	Colorado
CT9999	Connecticut	DE9999	Delaware
DC9999	Dist. of Colum.	FL9999	Florida
GA9999	Georgia	HI9999	Hawaii
ID9999	Idaho	IL9999	Illinois
IN9999	Indiana	IA9999	Iowa
KS9999	Kansas	KY9999	Kentucky
LA9999	Louisiana	ME9999	Maine
MD9999	Maryland	MA9999	Massachusetts
MI9999	Michigan	MN9999	Minnesota
MS9999	Mississippi	MO9999	Missouri
MT9999	Montana	NE9999	Nebraska
NV9999	Nevada	NH9999	New Hampshire
NJ9999	New Jersey	NM9999	New Mexico
NY9999	New York	NC9999	North Carolina
OH9999	Ohio	OK9999	Oklahoma
OR9999	Oregon	PA9999	Pennsylvania
RI9999	Rhode Island	SC9999	South Carolina
SD9999	South Dakota	TN9999	Tennessee
TX9999	Texas	UT9999	Utah
VT9999	Vermont	VA9999	Virginia
WA9999	Washington	WV9999	West Virginia
WI9999	Wisconsin	WY9999	Wyoming

Code Majors and Minors

01005	Agriculture Education
02005	Art
03020	Business Ed/General Business
04006	Marketing Education
05007	Reading
05015	Drama
05020	English (Composite)
05045	Speech
06010	French
06015	German
06020	Greek
06025	Latin
06035	Spanish
08025	Physical Education
09040	Family & Consumer Sciences
10005	Industrial Arts
10007	Technology Education
11010	Mathematics
12005	Instrumental Music
12010	Music
12015	Vocal Music
13010	Biology
13020	Chemistry
13035	Earth Science
13045	Physical Science
13047	General Science/Composite Science
13050	Physics
15007	Government/Political Science
15010	Economics
15015	Geography
15020	History
15030	Psychology
15035	Social Studies/Social Science Composite
15040	Sociology
15044	Military Science/Science
15046	Native American Studies

Code Majors and Minors

18015	Health
19005	Mental Retardation
19007	Speech Language Pathology (Masters)
19010	Speech Pathology & Audiology (Masters)
19015	Special Education
19020	Deaf Education
19025	Learning Disabilities
19037	Pre-K Handicapped
19040	Emotionally Disturbed
19045	Visually Impaired
19055	Special Education Strategist
50915	Elementary Restricted Special Education
21005	Driver Education
23000	Computer Science
24000	E.S.L.
25000	Diversified Occupations
26000	CTE – Resource Educator
27000	CTE – Information Technology
28000	CTE– Basic Skills Educator
29000	CTE – Teacher Student Mentor
37000	CTE – Career Clusters
50015	Elementary Education
50017	Middle School Pedagogy
50117	Middle School English
50217	Middle School Social Science
50317	Middle School Math
50417	Middle School Science
50020	Guidance/Counseling (Masters)
50030	Kindergarten
50037	Early Childhood
50045	Educational Leadership (Graduate Level)
50065	Library
50080	School Psychologists (Masters)
50081	Advanced Professional Education Program
Degree	
04	Bachelor's Degree
05	Master's Degree
06	Special Degree (6 yr.)
07	Doctor's Degree